


MINISTRY OF DEFENCE
(Office of JS (E/CAO))
Defence Headquarters Training Institute

Sub: 18th ORIENTATION COURSE FOR PA/PS

1. The Defence Headquarters Training Institute (DHTI) will be organizing **18th three weeks Orientation Course for PA/PSs from 21 Aug 2017 to 08 Sep 2017** for PA/PSs of AFHQ STENOGRAPHERS' SERVICE who are newly promoted as PA/PSs. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of PA/PSs.
2. The PA/PSs who have been **promoted from year 2010-11 onwards**, and have at least **two years residual service before the commencement of the course** are hereby detailed as per the list attached as Appendix 'A'.
3. The 03 weeks training mentioned in the note under reference also includes a **study tour which is mandatory for all participants**. In accordance with Para 8 of GOI letter no. A/25991/5/CAO/TRG dated 16 May, 2006, the participants are advised to draw an advance of **Rs. 10,000/- (Rupees ten thousands only)** from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. This contribution may be released in cash only and the same will be collected by DHTI from the participating officers. A **Move Sanction** in this regard may be collected from DHTI on or after **10th Aug 2017**.
4. It is clarified that any request for deferment will not be entertained by DHTI unless it is recommended by the Head of the respective Organisation clearly specifying the circumstances necessitating deferment. In such cases also, the officers will be detailed on subsequent course and no request for deferment will be accepted as these training programmes are mandatory for the officers.
5. The confirmation regarding the participation of the individual **with their Telephone Nos.** should reach DHTI by **04th Aug 2017** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:00 AM on 21st Aug 2017** alongwith **relieving letter from their offices**.
6. Please acknowledge receipt.


 (Dr Arvind)
 Director, DHTI
 15 May 2017

All concerned Organisations

All Participants

Copy to :-

Dy CAO (P)
CAO/EDP

- For uploading on website

(Refer to Para 2 of ID No. A/26002/102/CAO/Trg dt 15 May 2017)

**LIST OF PA/PSs DETAILED FOR THE 18th THREE WEEKS
ORIENTATION COURSE FOR PA/PSs 21 AUG 2017 TO 08 SEP 2017**

Srl. No.	ID NO	NAME (Shri/Smt/Kum)	DoB	POST	OFFICE
1.	A194103	BRIJ BALA ARORA	23-06-1965	PS	DGQA
2.	A194046	DEEPA VERMA ARORA	19-12-1964	PS	GS
3.	A140308	SANTOSH GAUBA	22-04-1965	PS	QMG
4.	A136831	LALITA GAKHAR	15-06-1967	PS	AIR HQ
5.	A131120	HARISH CHANDER	01-09-1962	PS	MGO
6.	A210759	HEMALATA SINGH	19-09-1968	PS	DGNCC
7.	A218908	MUKESH KUMAR SUDHAKAR	24-01-1967	PS	MGO
8.	A224226	PARMOD KUMAR	08-03-1967	PS	NAVAL HQ
9.	A223104	MAMTA SHALANI	02-08-1971	PS	DRDO
10.	A132552	PRITAM SINGH	09-09-1962	PS	DRDO
11.	A022844	JAGAT SINGH BISHT	11-05-1963	PS	AIR HQ
12.	A136307	SUBHASH CHANDER	11-07-1963	PS	MGO
13.	A123431	NEELAM TALWAR	22-04-1965	PS	GS
14.	A144111	SUNITA CHUG	06-06-1965	PS	NAVAL HQ
15.	A022886	VANDANA KANOTIA	22-03-1966	PS	NAVAL HQ
16.	A123527	G V SUBRAMANYAM	24-11-1961	PS	MS
17.	A153766	ANOK SINGH CHAUHAN	01-01-1962	PS	AIR HQ
18.	A193739	B K GOMATHI	03-01-1962	PS	QMG
19.	A132411	SUNIL KUMAR KATARIA	15-05-1964	PS	PLG & COORD
20.	A138554	PANKAJ SEHGAL	13-07-1967	PS	GS
21.	A230122	SUNITA RANI	09-06-1971	PS	MGO
22.	A230672	RAJENDRA BAITHA	10-02-1972	PS	AG
23.	A235198	P SRINIVAS KUMAR	04-12-1970	PS	MGO
24.	A230487	NARINDER PAL SINGH	25-08-1971	PS	NAVAL HQ
25.	A230599	REKHA	11-04-1972	PS	MS
26.	A234430	BABITA	12-12-1972	PS	GS
27.	A240138	MAHINDER KUMAR	25-12-1973	PS	DGQA
28.	A241953	RAVINDER K SAROIA	10-06-1973	PS	AIR HQ
29.	A240422	RUMA MANDAL	24-06-1971	PS	NAVAL HQ
30.	A240240	AMIT NARAIN	25-04-1976	PS	AG
31.	A243171	SUNITA RANGA	22-08-1972	PA	DGR
32.	A241094	SUDHA	11-02-1971	PA	AG
33.	A240141	SUNIL KUMAR	11-08-1969	PA	AIR HQ
34.	A241234	NEELAM	08-10-1971	PA	NAVAL HQ
35.	A242033	NARSINGA RAO RAVVA	09-09-1977	PA	HQ IDS